



United States
Department of
Agriculture

Office of
Finance and
Management

National
Finance
Center

P.O. Box 61500
New Orleans
Louisiana 70161-1500

T S P B U L L E T I N

Title: 5, United States Code

Chapter: 84, Federal Employees' Retirement System, Subchapter III, Thrift Savings Plan

Bulletin: 88-26, Alternative Procedures for Processing Thrift Savings Plan Loan Payments

Date: June 9, 1988

To: TSP Payroll Office Representatives
TSP Personnel Office Representatives
TSP Data Processing Representatives

This bulletin provides procedures for processing Thrift Savings Plan (TSP) loan payment records by those agencies that do not have the capability to process loan payments via Direct Deposit/Electronic Funds Transfer (DD/EFT).

Agencies that do not have DD/EFT capabilities may transmit loan payments to the National Finance Center (NFC) via a journal voucher. In this process, agencies transmit loan payment records in a specified format, along with a journal voucher to certify the data and authorize the transfer of funds from an agency clearing account. This process is currently used by most agencies to transmit TSP contributions to NFC.

For this procedure, agencies will submit loan payment records via magnetic tape or Form TSP-5L, Loan Payment Records Input Form. This data must be submitted separately from TSP contributions and accompanied by Form TSP-2L, Certification of Transfer of Funds and Journal Voucher for Loan Payments.

Attached is a sample of Form TSP-2L, Form TSP-5L, and the loan payment record layout, the header record layout, and the trailer record layout to be used for non-DD/EFT magnetic tape submissions.

Form TSP-2L, Certification of Transfer of Funds and Journal Voucher for Loan Payments

Form TSP-2L must accompany loan payment records submitted via magnetic tape or Form TSP-5L. Form TSP-2L is divided into two sections as follows:

Section I, Information About This Report. This section provides for general and specific information required to process Form TSP-2L and the accompanying loan payment records.

Included in this section are the submitting payroll office's address and 8-digit payroll office number; specific information about the report, such as the report number, payroll

TSP
Thrift Savings Plan

Expiration
Date: When superseded.

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pay date, number of loan payment records and the total amount of loan payments submitted with Form TSP-2L, EFT deposit (yes or no), and pay period dates. The number of loan payment records and the total amount of loan payments must equal the detail loan payment records (and trailer record for magnetic tapes). If these totals are not in balance, the accompanying loan payment records will not be accepted.

NFC will report to Treasury the amount of loan payments (Section I, Item 5) charged to the agency clearing account and the credit to the investment account on NFC's SF-224, Statement of Transactions. Confirmation of the transaction will be provided by the NFC to each office for reconciliation to the TFS-6653, Undisbursed Appropriation Account Register. The TFS-6653 will indicate NFC's Agency Location Code, 12400001, as having processed the entry to the account designated by the agency. This account will be the same account designated for reporting TSP contributions. Agencies that wish to use an account other than the one used to report TSP contributions should contact the TSP Operations Unit.

Section II, Certification. This section must be completed by an authorized administrative or certifying officer to assure that the amounts transmitted are correct and available to be credited to the TSP receipt accounts.

For your convenience, five copies of Form TSP-2L are being distributed with this bulletin to agency payroll office addresses. Local reproduction of Form TSP-2L is authorized.

FORM TSP-5L, LOAN PAYMENT RECORDS INPUT FORM

Form TSP-5L is designed to be used by those agencies that do not have the capability to submit loan payments via DD/EFT allotments or magnetic tapes to the NFC. Agencies that utilize this method will be required to submit Form(s) TSP-5L each pay period to report loan payments. Form TSP-5L is divided into two sections as follows:

Section I, Payroll Office Identification. Data entered in this section must match the data on the corresponding Form TSP-2L.

Section II, Loan Payment Records. For each loan payment submitted, enter the participant's social security number, date of birth (in MMDDYY format), department code, agency code, loan account number, and loan payment amount. Only one entry per loan may be submitted each pay period.

For each Form TSP-5L submitted, enter the page total of the loan payments in the "Total Loan Payment Amount This Page" field. Additionally, the total of all loan payments submitted for the pay period should be entered in the "Total Loan Payment Amount" field of the last page submitted.

For your convenience, five copies of Form TSP-5L are being distributed with this bulletin to agency payroll office addresses. Local reproduction of Form TSP-5L is authorized.

MAGNETIC TAPE SUBMISSIONS

TSP-LOAN-HEADER-RECORD

The TSP loan header record is the first data record in the first data block (follows the standard labels and Tape Mark at beginning of file) on magnetic tapes. The header record contains relevant data about the file as follows:

- Positions 1 through 4, LHDR, the letters 'LHDR' to identify a loan header record;
- Positions 5 through 10, TSP-CERT-RPT-NO, the certification report number entered in Item 2 of Form TSP-2L;
- Positions 11 through 16, TSP-PAYROLL-DATE, the payroll pay date entered in Item 3 of Form TSP-2L in YYMMDD format;
- Positions 17 through 24, TSP-PAYROLL, the payroll office number entered in Item 1 of Form TSP-2L;
- Positions 25 through 54, TSP-CONTACT, the authorized administrative or certifying officer's name entered in Item 11 of Form TSP-2L;
- Positions 55 through 64, TSP-PHONE-NO, the telephone number entered in Item 12 of Form TSP-2L;
- Positions 65-79, TSP-CLEARING-ACCT, the agency clearing account entered in Item No. 6 of Form TSP-2L;
- Position 80, FILLER, leave blank.

TSP-LOAN-PAYMENT-RECORD-RECORD-NO 'LI'

The TSP loan payment record is the detailed data record layout used to report a participant's loan payment on magnetic tape to the NFC. Data elements to be included are as follows:

- Positions 1 through 9, TSP-SSN, the participant's social security number;
- Positions 10 through 15, TSP-DOB, the participant's date of birth in YYMMDD format;

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- Positions 16 through 21, TSP-EFFDATE, the “Date Payroll Paid” entered in Item 3 of Form TSP-2L in YYMMDD format;
- Positions 22-23, TSP-RCD-NO, the record number ‘LI’;
- Positions 24 through 31, TSP-LOAN-ACCOUNT-NO, the participant’s loan account number contained in Item 5 of Form TSP-22, Loan Payment Allotment Form (do not include hyphens);
- Positions 32 through 38, TSP-LOAN-PAYMENT-AMT, the participant’s loan allotment amount for each pay period contained in Item 7 of Form TSP-22;
- Positions 39 through 40, TSP-DEPT, the participant’s department code;
- Positions 41 through 42, TSP-AGENCY, the participant’s agency code;
- Positions 43 through 80, FILLER, leave blank.

TSP-LOAN-TRAILER-RECORD

This record is the last data record in the last data block (preceding the Tape Mark and End of File Label Set) and contains total item counts and amounts for the file. This record is used to balance the detail data.

- Positions 1 through 4, LTLR, the letters ‘LTLR’ to identify a loan trailer record;
- Positions 5 through 12, TSP-TOT-LOAN-RCDS, the number of loan payment records on the tape. This total must equal the total entered in Item 4 of Form TSP-2L;
- Positions 13 through 23, TSP-TOT-LOAN-AMT, the total amount of loan payments on the tape. This amount must equal the amount entered in Item 5 of Form TSP-2L;
- Positions 24 through 80, FILLER, leave blank.

Completed Forms TSP-2L, accompanied by the loan payment records (Form TSP-5L or magnetic tape), should be forwarded to the National Finance Center's TSP Operations Unit each pay period. The TSP Operations Unit address is:

National Finance Center
Thrift Savings Plan Operations Unit
P.O. Box 61500
New Orleans, LA 70161-1500


CLYDE G. McSHAN, II
Director

Attachments

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THRIFT SAVINGS PLAN CERTIFICATION OF TRANSFER OF FUNDS AND JOURNAL VOUCHER FOR LOAN PAYMENTS

ATTACHMENT 1

TSP-2L

INFORMATION ABOUT THIS REPORT

1. Payroll Office Number _____
2. Certification Report Number L
3. Date Payroll Paid _____
Month, Day, Year
4. Number of Loan Payment Records _____
5. Total Loan Payment Amount \$ _____
6. EFT Deposit ☐ Yes ☐ No
EFT Deposit Date (Month, Day, Year) _____ Agency TSP Clearing Account Number _____
7. From: _____
Department/Agency Name _____
First Line Street Address _____
Second Line Street Address (Optional) _____
Third Line Street Address (Optional) _____
City _____ State _____ Zip Code _____
8. Pay Period Dates _____
From (Month, Day, Year) _____ To (Month, Day, Year) _____
9. If magnetic tape submitted: _____
Reel Number _____ Reel Number _____
Date Reel(s) Created (Month, Day, Year) _____
10. If Form TSP-5L submitted: _____
Number of Forms _____

II. CERTIFICATION

I certify that prudent measures have been taken to assure that the amounts transmitted are correct and properly drawn according to applicable laws and regulations concerning participation in the Federal Retirement Thrift Savings Plan and that the amounts are available to be credited to the Thrift Savings Plan receipt accounts.

11. Typed Name _____
Authorized Administrative or Certifying Officer
12. Telephone _____
Area Code and Number ☐ Autovon ☐ FTS ☐ Commercial
13. Signature _____
Authorized Administrative or Certifying Officer
14. Date Certified _____
Month, Day, Year

GENERAL INSTRUCTIONS

Send the completed form, and the detail data to:
National Finance Center, Thrift Savings Plan Operations Unit
P.O. Box 61500, New Orleans, LA 70161-1500

INSTRUCTIONS FOR SECTION I.

Type the requested information.

Item 1 identifies the payroll office responsible for submitting the loan payment records.

Item 2 is the six position certification report number. The first position is an "L" to identify loans. The next two positions are numeric and represent the calendar year. The last three positions are numeric and should begin with 001 and increase sequentially with each Form TSP-2L submitted during a calendar year.

Item 3 is the actual payroll pay date for the pay period in Item 8. This form and the accompanying detail data should reach NFC at least two business days prior to the payroll pay date.

Item 4 should equal the number of loan payment records submitted with this journal voucher.

Item 5 should equal the total dollar amount of all loan payment records submitted with this journal voucher.

Item 6 identifies if these payments are being reported via EFT. If yes, enter the EFT deposit date. If no, enter the agency's TSP clearing account number.

Item 7 identifies the address of the payroll office responsible for submitting the loan payment records.

Item 8 identifies the beginning and ending dates of the pay period covered by this journal voucher.

Item 9 should be completed if the detail data is submitted on magnetic tape.

Item 10 should be completed if the detail data is submitted via Form TSP-5L.

INSTRUCTIONS FOR SECTION II.

This form must be certified by the agency for processing. Forms that are not signed will be returned unprocessed.

FORM TSP-2-Loan (5/88)

REPRODUCE LOCALLY



THRIFT SAVINGS PLAN LOAN PAYMENT RECORDS INPUT FORM

ATTACHMENT 2

TSP-5L

**I.
PAYROLL OFFICE
IDENTIFICATION**

1. Payroll Office Number _____

Certification
2. Report Number **L** _____3. Date Payroll Paid _____
Month, Day, Year

Page _____ of _____

**II.
LOAN
PAYMENT
RECORDS**

	4. Social Security Number (9)	5. Date of Birth (MM, DD, YY) (6)	6. Dept. Code (2)	7. Agency Code (2)	8. Loan Account Number (8)
(1)	_____	_____	_____	_____	_____ \$
(2)	_____	_____	_____	_____	_____
(3)	_____	_____	_____	_____	_____
(4)	_____	_____	_____	_____	_____
(5)	_____	_____	_____	_____	_____
(6)	_____	_____	_____	_____	_____
(7)	_____	_____	_____	_____	_____
(8)	_____	_____	_____	_____	_____
(9)	_____	_____	_____	_____	_____
(10)	_____	_____	_____	_____	_____
(11)	_____	_____	_____	_____	_____
(12)	_____	_____	_____	_____	_____
(13)	_____	_____	_____	_____	_____
(14)	_____	_____	_____	_____	_____
(15)	_____	_____	_____	_____	_____
(16)	_____	_____	_____	_____	_____
(17)	_____	_____	_____	_____	_____
(18)	_____	_____	_____	_____	_____
(19)	_____	_____	_____	_____	_____
(20)	_____	_____	_____	_____	_____
(21)	_____	_____	_____	_____	_____
(22)	_____	_____	_____	_____	_____
(23)	_____	_____	_____	_____	_____
(24)	_____	_____	_____	_____	_____
(25)	_____	_____	_____	_____	_____

TOTAL LOAN PAYMENT AMOUNT THIS PAGE

Enter the Total Loan Payment Amount on the last page submitted if more than one page is used. The total *must* equal Item 5 on Form TSP-2L.

TOTAL LOAN PAYMENT AMOUNT**INSTRUCTIONS
FOR SECTION I.**

Type the requested information. Items 1 through 3 *MUST* match the data on the Certification of Transfer of Funds and Journal Voucher for Loan Payments.

**INSTRUCTIONS
FOR SECTION II.**

For each loan payment submitted, enter the participant's social security number, department code, agency code, loan account number, and loan payment amount. The number of positions for each data field is indicated below each data field title.

REPRODUCE LOCALLY